



QUICK START # _____
 PERMIT # _____

**City Sparks
 City Works Division**

1675 East Prater Way Suite 107
 Sparks, NV 89434
 (Phone) 775 353-2306 (Fax) 775 353-2470
PermitServices@CityofSparks.us
www.cityofspark.us

QUICK START PERMIT REQUEST APPLICATION

Job Information		Contractor Information	
Address:		Name:	
Tenant Name:		Address:	
Business hours: # of Employees:		City, State Zip:	
Contract Amount or Estimated Valuation:		NV License #:	
Owner Information		Sparks License #:	
Name:		Office Phone:	
Address (if different from job address):		Cell Phone:	
Business Phone:		Email Address:	
Contact Phone:			

Work Description		Inspections Authorized	
Cut Concrete			
Underground Plumbing		Underground Plumbing	
Rough Frame Walls			
Rough Electrical			
Rough Mechanical			
Rough Plumbing			
Sheetrock - One Side Of Wall			
Ceiling Grid			

Approvals	By	Hours
Building Dept.		
Planning Dept.		
Engineering Dept.		
Fire Dept		
Environmental Control		
Washoe County Health District		

Comments/Conditions:

QUICK START PERMIT REQUEST PROCEDURES

1. Applications for Quick Start Permits will only be processed if a complete Tenant Improvement application has been previously submitted including: site plan, parking calculations, floor plan, equipment specifications, plumbing & gas plans, electrical plans, mechanical plans and any additional information the scope of work requires such as MSDS sheets and fire hydrant layout.
2. The Quick Start process requires **two additional sets of plans, showing quick start scope of work only** be submitted with the Quick Start application. There are 3 time slots available on a weekly basis (8:15, 8:30, and 8:45 Wednesday mornings). You may call and schedule a tentative quick start meeting by calling Permit Services at 775-353-2306. The meeting will be confirmed when the Quick Start plans and application are received. Applications must be received by 3:30pm on the Monday prior to the Quick Start meeting.
3. At the quick start meeting, representatives from Health, Planning, Fire, Environmental Control, Engineering and Building will review the submitted plans for major problems and to verify the adequacy of the plans. A determination will be made at that time regarding whether a permit for limited work can be issued.
4. All requests involving demolition or other asbestos assessment issues must be approved by the Washoe County Health Department Air Quality Division prior to the quick start meeting. Call 775-784-7200 for more information.
5. All work authorized at the Quick Start meeting will remain open and exposed for inspection. Only specific inspections pre-authorized by the Building Official or his representative during the Quick Start meeting shall be requested or completed.
6. Fees will be collected immediately following the Quick Start meeting regardless of whether the Quick Start is approved or denied.

By signing this application, I acknowledge the risk of possible additional costs and that the permit(s) may never be issued for this project and I understand that the approval of this application in no way assures that a permit will be issued. It is understood that the City of Sparks will assume no liability for costs associated with this project. I certify that the information provided is true and complete to the best of my knowledge and that I am authorized to submit this application.

Applicant's Signature

Applicant's Printed Name

Date Signed

Contractor's Signature

Contractor's Printed Name

Date Signed